



## EEO Request for Reasonable Accommodations



It is the employee responsibility to identify a known disability. (DD 2870, SF 256 and Supporting documentations)

The employee must provide the CPAC & EEO copies. The CPAC coordinates with NCCPOC for annotation in DCPDS.

**STEP 1.** The employee informs the supervisor of needed accommodations through identified disability.

**NOTE:** The employee and supervisor must maintain discussions throughout the process.

The supervisor should consult with the CPAC, EEO, Legal, CAP, JAN or other organizations for SME advice.

**STEP 2.** The supervisor reviews the request, gathers documentation and seeks required assistance/advice.



**STEP 3.** The supervisor makes a decision to approve/disapprove the requested accommodation.

Accommodations will be processed/provided w/i 30 days of request.

The supervisor must inform employee in writing on the reason, with copy to legal.

**NOTE:** Alternative Dispute Resolution Mediation is available.

**STEP 4.** The supervisor provides written outcome on his/her decision to the EEO office.

**NOTE:** The supervisor, legal and EEO will maintain discussions of processes and procedures.

First, to accommodate a request the EEO office must identify in DCPDS if the employee has an known/identified disability. Any cumulative records are maintained for 3 years.

**STEP 5.** The EEO office will coordinates and/or arrange the employee requested reasonable accommodation.

The Army policy is to process requests for reasonable accommodation and where appropriate in a prompt, fair and efficient manner. The request for accommodation begins an interactive and flexible oral and written process between the requester and the decision maker.



For more information please contact the Garrison EEO office at (586) 282-8354.